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10 July 1970

MEMORANDUM FOR: Director of Training

SUBJECT : Support School Weekly Report
6 - 10 July 1970

A. MANAGEMENT TRAINING

1. GENERAL

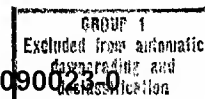
- 25X1A9a
- a. Messrs. [REDACTED] are attending 25X1A9a the Instructor Training Course which began on Monday, 6 July.
- b. On 8 July Messrs. [REDACTED] met with [REDACTED] K1A9a OCS, to discuss OTR cooperation in a 4-day seminar, "Executive Decision-Making", for which OCS has contracted with [REDACTED] of 25X1A5a1 [REDACTED]. It remains to be seen just what OTR can and should contribute to this effort.

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2. MEDC

- A. C. 2001
- a. Beginning in the fall of 1970 we plan to increase the active participation of Midcareerists in two ways. First, through pre-course discussion with seminar leaders and by careful briefing of the Midcareerists, we intend to emphasize the students' responsibility for ensuring that these seminars are more than mere lecture cum question-and-answer sessions. Second, we intend to experiment with the idea of encouraging some carry-over from the Grid week to Phase II of the course. Specifically, we will provide several blocks of time in which student teams can review and modify the "Organization Culture" paper (produced at the end of the Grid) in light of information acquired during Phase II. The end result of this scheme should be a more tightly drawn, carefully considered, and

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realistically based statement of major barriers to organizational excellence, the underlying causes, and suggested steps toward removing the barriers.

- ✓ b. We are arranging discussions this summer with officials at Malmstrom Air Force Base, Montana, and the Manned Spacecraft Center, Houston. At Malmstrom our efforts will be directed toward assisting in the planning for our first visit (MEDC #25) to that installation, a visit which we hope will provide insights to and understanding of the ABM system as well as the type of coverage of the Minuteman system which we have been getting at Warren AFB in Cheyenne. At Houston our objective is to encourage a strengthening of the usual briefings and tour of the facilities in preparation for the visit of MEDC #26.

3. AM(P) and SMS(P)

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We have received a letter, dated 2 July 1970, from [REDACTED] 25X1A9a
[REDACTED] saying that the FY 1971 contract with [REDACTED] has been 25X1A5a1
signed and returned to the Contracting Officer.

B. ADMINISTRATIVE TRAINING

1. GENERAL

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Messrs. [REDACTED] are attending the Instructor Training Course which began on Monday, 6 July.

2. CLERICAL TRAINING

During the second half of FY 70, Clerical Training has received several requests for special training designed to the needs of particular groups: NPIC requested and received special refresher typing courses for their personnel [REDACTED] the Central Reference Service has asked for a special course in typing which we have tentatively agreed to give in the late fall and as recently as this week we received a request from TSD for refresher training in grammar and punctuation for a senior secretary which was quickly modified in favor of "a special course in English usage for 25X1A6a

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TSD clericals" - we suggested the fall or the alternative of the Civil Service Commission's, Effective English, course; the July and August runnings. These requests provide reinforcement for the trends toward tailored training designs for special requests.

Chief, Support School

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C/SUS/TR: [REDACTED]:jmd/3356 (10 July 70)

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